

## **JOB DESCRIPTION**

**JOB TITLE:** Laboratory Assistant **GRADE:** 9

**JOB CODE:** 2704

**DATE:** 03/13/96

**GENERAL FUNCTION:** Under the direction of the Director of the agency or appropriate professional staff perform waived and moderately complex laboratory procedures in accordance with standards established in the Clinical Laboratory Improvement Amendments (CLIA) and/or agency protocol.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Performs routine laboratory procedures (chemical, bacteriological, immunological, etc) according to agency standards and protocol(s).

Operates laboratory instruments and equipment including autoclave, microscope, scales, centrifuge, incubator, and water bath.

Collects as appropriate, specimens, or receives, checks, and records information regarding laboratory specimens.

Keeps records of tests performed, records results in patient charts, and assists in maintaining reports.

Conducts and documents appropriate quality control and assurance procedures for monitoring and evaluating the quality of the testing process of each method.

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures; incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** None

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Knowledge of principles of bacteriology and chemistry.

Knowledge of specimen collection.

Ability to read and comprehend packaged instructions.

Ability to follow laboratory procedure manual(s).

**JOB TITLE:** Laboratory Assistant (cont.)

**JOB CODE:** 2704

Knowledge of the principles of laboratory quality control and assurance.

**Minimum Education, Training, and Experience Requirements:** High school graduate or equivalent. Certified by the National Certification Agency for Medical Laboratory Personnel.

Or

High school graduate or equivalent and two (2) years of clinical laboratory testing experience.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description**